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## **SAMPLE CHILD DEVELOPMENT FACILITY PROGRAM POLICY STATEMENT**

Submit a written statement, which clearly describes the programs and services to be provided including contractual agreements for example, food services, pest control, and cleaning services and; staff resources such as training or other benefits. In addition to the facility's plan for care, it is important for the program statement to include the development of social skills, relationship building and educational goals. This document will provide parents with information about what is expected of them as well as what the parents should expect of the child development program. The program statement will serve as a point of reference in the daily administration of the program. The statement shall be provided and discussed with each family. A copy of the facility's program policy statement should be posted and accessible for review at all times. The following sections of the DCMR 29 are a few that will be helpful in developing your program policy statement, 306.3j, 324.9, 326, 329.1, and 330.1.

**The Program Policy Statement should include, but is not limited to the following information:**

**Contact Information** - Name, address and telephone number of the facility and cell phone number(s) if utilized as well as classroom phone numbers (if applicable).

**Facility Management, Staff and Household Members** - Information regarding the management of the facility (centers), staff qualifications, and/or caregivers and substitute providers (homes), as well as other adults and children living in the home (homes)

**Days and Hours of Operation** – Days and hours child care services will be available.

**Holidays/Vacations** – Specify days of closure.

**Ages of children** – What ages of children will be accepted (this must be in line with your licensure)

**Provisions for children with special needs** – What kinds of arrangements must be made by the parents and what kind of age and developmentally appropriate program will be provided as well as any other services as needed or prescribed.

**Educational and Developmental Philosophy** – What kind of educational/developmental program will you provide for the children. What curriculum will be implemented?

**Typical Daily Schedule** – What activities generally occur at different times of the day? What time is lunch, outdoor play, nap time? *At least 2 hours of outdoor activity is required. No more than 3 hours of rest period is required for children under six years of age.* Children must be engaged in age and developmentally appropriate activities throughout the day.

**Parent Participation and Access to the Facility** – What kinds of opportunities will parents have to participate in the program and communicate with teachers?

**Disclosure of Information** – *You are required to provide to parents, in writing, the facility's policy regarding disclosure of information.*

**Transportation** – Will you provide transportation? And will you provide the required child safety seats for transportation? *A written, signed and dated statement from each child's parent authorizing the facility to take the child on regularly scheduled trips from the facility is required.*

**Tuition** – Fees, date tuition will be due. What types of payments will be accepted. Late Fees. Fees to be charged when the facility is closed for holidays, etc. or inclement weather. Fees to be charged if the child is away on vacation or holiday.

**Enrollment** – Required forms to be submitted by parents prior to enrollment. *Health certificate, registration record, and authorization for emergency medical treatment are required. What additional forms will you require?*

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**Withdrawal of Children** – How much notice do parents need to give when withdrawing their children from the program? What is your policy regarding the termination of children from the program? *You are required to document the date and reason for withdrawal/termination.*

**Personal Care Items** – What items are parents required to bring? Will the facility provide diapers and wipes for infants and toddlers or will parents be required to provide these items? *At minimum parents are required to bring an emergency supply of weather appropriate clothing.*

**Meals/Snacks** – Will the facility provide catered lunch, or cook? Will parents be required to provide lunch for their children? *The facility is required to provide at least 2 snacks for full day programs.* Will the facility provide infant formula and food or will parents be required to provide these items?

**Excluding and readmitting children who are ill** – What symptoms exhibited by a child require exclusion from care. How long must a child be out of care based on each illness before they can return? Parent responsibilities if they receive a call from the facility regarding a sick child. Depending on the illness, what kind of certification is required for the child to return to the facility is physician certification required parent certification?

**Medication Authorization** – Include what types of medications will be administered by the facility, if any. In addition, include what types of nonprescription topical ointments and lotions will be administered by the facility, if any. *Medications, including over the counter medication such as Tylenol, require parental consent and written medical order from a licensed health care practitioner. Topical ointments require only parental consent. Dosing instructions must be included for all medications and ointments and they must be maintained in the original container.*

**Discipline** – *Each facility is required to have a written policy describing the philosophy of discipline and the specific methods of discipline that the facility uses. Discipline shall be*

*constructive and developmentally appropriate and shall include child guidance and management techniques.*

**Emergency Contingency Plan** – *You must inform parents of the contingency plan that will be used by the facility if an emergency occurs and you are unable to occupy the facility.*

**Fire Drills** – *Evacuation drills must be practiced at least every 2 months and at varying times of the program day, including nap time. Records of these drills must be maintained. What are your procedures for safe and prompt evacuation of the children?*

**Pets/Animals** - *What kinds of pets/animals will be maintained at the facility? What procedures are in place to ensure that any pet that is deemed dangerous or is showing signs of illness will be maintained and secluded from the children?*

**Reporting of unusual incidents** – *How and what kinds of incidents will be reported to parents and, if necessary, the appropriate authorities, especially in cases of abuse and neglect.*

**Grievance procedures** – *What procedures are in place for parents to address issues and concerns regarding their child's care?*

**Signature** – *You and the parent should sign off on the policies and procedures to verify that they have been read and understood. A copy of this verification should be kept by the facility and the parent. Many of the items included in this sample are required and verification is needed when inspections occur.*